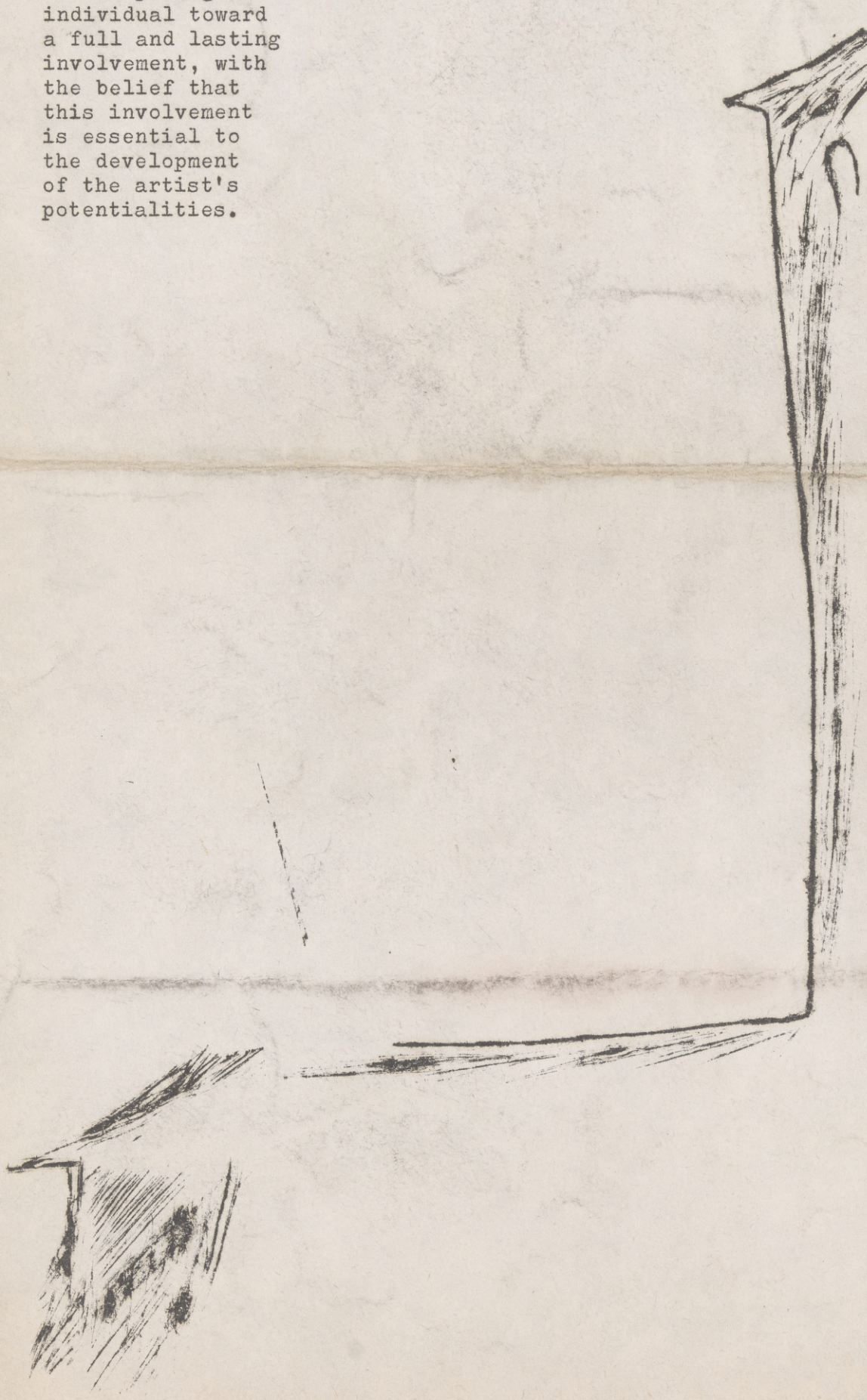
c. 7-1960

The first concern of the faculty is with the individual as an artist. We believe that the positicn and function of the artist demands a full measure of integrity and independence of judgment and an exceptional capacity for self guidance. The instructor's primary function is one of guiding and inspiring the individual toward a full and lasting involvement, with the belief that this involvement is essential to the development of the artist's potentialities.

TOWER

SUMMER SESSION 1960



HISTORY

The San Francisco Art Association was organized in March, 1871 by a group of artists and art patrons. The objectives of the Association were to establish a School and Museum of Fine Arts. The former was accomplished in 1874 when the California School of Design opened its doors to art students.

In 1893, Edward Searles gave the Art Association the mansion on Nob Hill (presently the site of the Mark Hopkins Hotel) which he had inherited from the Hopkins family. The deed to the land was given in trust to the University of California's Board of Regents to be used by the Association for its School of Design. Thus the School became affiliated with U.C.(on a trust deed basis) and the University officially recognized its program of study.

In 1906, the Mark Hopkins Institute, as it was then called, was completely destroyed in the earthquake. A one story building was put up on the site.

Throughout the years, the Art Association, through gifts and purchases, had been building a museum collection. After the Panam-Pacific Exposition of 1915, the San Francisco Art Association was given the use of the Palace of Fine Arts to maintain a museum.

In the early twenties, it was felt that the School and the museum needed bigger quarters. In 1926, the present California School of Fine Arts was completed on Russian Hill. By 1934, the San Francisco Museum was opened at Civic Center and remained under the direction of the Art Association's Board of Directors for several years before establishing itself as a separate institution.

The Art Association still maintains and supports the California School of Fine Arts. The School receives no federal or state aid. The Association has expanded its activities to include the Art Bank, established with a Rockefeller Grant, which is an information center of West Coast contemporary art. Here, museum people, art critics, dealers and art patrons from all over the world come to view over four hundred works of art. The Art Bank is located on the far side of the Gallery.

The Art Association consists of artist members and general members. It presents three annuals a year, one of which is the jury-free Member Painting, Print and Sculpture Exhibition. The Association maintains a continuous rotating show of member works in the Gallery throughout the year, and sends out numerous traveling shows to museums and colleges in various parts of the country.

General members are art patrons and are encouraged to buy West Coast art. Several functions for their benefit are held each year such as the Fine Arts Auction where works by artist members are sold. A new experiment this past year was the Collector's Seminar where a panel discussed and answered audience questions on the problems of collecting.

STAFF MEMBERS

GURDON WOODS, Director of C.S.F.A. and Executive Director of S.F.A.A.:
has ultimate responsibility for the conduct of both Association and School affairs. His functions as Director are delegated to the following individuals and it is to these persons to whom you should bring your problems or inquiries. Hours 10:30 to 5:00.

FRED MARTIN, Executive Secretary of S.F.A.A. and Art Bank Administrator:
responsible for all Art Association activities not directly concerned with the School (see paragraph on History). Hours 9:00 to 4:30.

BOB SHAFER, Administrative Assistant for C.S.F.A. and S.F.A.A.:
in charge of all financial matters, office procedures, student labor, cafeteria, clerical staff, requisitioning of classroom materials, and maintenance of building and equipment. Hours 10:00 to 5:00.

DICK FISCUS, Dean of C.S.F.A.:
responsible for all academic procedure such as curriculum, class organization and scheduling, student counseling and student disciplinary problems and faculty personnel. Hours 10:00 to 5:00.

LOU SCHULTZ, Public Relations Director for C.S.F.A. and S.F.A.A.:
responsible for all publications, publicity and all outside public relations for School and Association. Hours 9:00 to 5:00.

WALLY HEDRICK, Supervisor of Evening and Saturday School:
same responsibilities as Dean as applied to Evening and Saturday School. Hours 2:00 to 5:00, 6:00 to 10:00, Mon.-Thurs., 1:00 to 5:00, Fri.

LOIS WILLARD, Registrar:
responsible for all academic record keeping including registration, change of program, grades and transcripts. The Registrar is also counselor for Veteran's Affairs and Overseas Student Adviser. Hours 8:00 to 4:00.

HAYWARD KING, Evening, Saturday and Graduate Registrar:
responsible for registering all evening, Saturday and graduate students; booking all models; evening cashier; mimeography and mailing. Hours 2:00 to 5:00, 6:00 to 10:00, Mon.-Thurs., 1:00 to 5:00, Fri.

ROI SALISBURY, Cashier-Receptionist:
the only one authorized (except in the evening) to make change, cash checks and pay models; responsible for audio-visual equipment reservations; in charge of key closet. Hours 8:30 to 4:30.

KEN LASH, Librarian:
responsible for all library personnel, library content and slide collection; requisitions for book purchases. Mr. Lash and Richard Miller, assistant librarian will be available during posted Library hours.

DENNY SMITH, Store Manager: Hours 8:30 to 9:00 a.m., noon to 1:00 p.m., 6:45 to 7:30 p.m.

LARRY HENDRICKS, Supervisor of Building and Grounds

JERRY BOYD, Bookkeeper

MARCELLE WINTERBURN, Secretary to Director and to Executive Secretary of S.F.A.A.

CLASS CARDS

The first day of class, students must present a validated class card to their instructor. No one will be admitted to a class without the card.

CHANGE OF PROGRAM

For any change in program:

1) pick up the yellow change-of-program card in the front office.
2) enter change desired and have it okayed by your counselor.
3) present it to the instructor whose class you're dropping for initialing.
4) along with a validated class card, take the yellow card to the instructor whose class you wish to enter.
5) after getting the instructor's signature, take the card to the cashier and to the Registrar.

If canceling all classes, the Librarian must also initial the yellow card. THE STUDENT MUST NOT LEAVE THE CARD WITH THE INSTRUCTOR. It is the student's responsibility to take the card from the Counselor through the various steps back to the Registrar. If the above steps are not followed, adjustment of tuition will not be made and academic failure will be automatic.

REPORTS

If unsatisfactory progress of any student is noted by the instructor, whether due to excessive absences or poor scholarship, it is reported to the Registrar. This is particularly important in the case of Veterans and Overseas Students.

VISITORS

A prospective student is allowed to visit a class once before deciding to enroll. No visitor will be allowed in a classroom or studio without a note from the front office.

MAIL AND TELEPHONE MESSAGES

Any telephone messages are noted and posted on the bulletin board. Mail is distributed daily and deposited alphabetically in the slots underneath the bulletin board.

KEYS

All keys to studios and classrooms must be signed in and out. A book is provided in the front office for this purpose. The signee is held responsible for any loss or failure to return keys. The key must be returned immediately. If unauthorized personnel are permitted studio use, key privileges will be withdrawn.

ABSENCES

If for any reason a student cannot attend his class, he must call the Registrar immediately.

UPKEEP OF STUDIOS

Students MUST remove all of their possessions from the studio or classroom at the end of each class period.

LIBRARY

During the Summer Session, all books in the Library will be used on a reference basis only. <u>No books may be checked out</u>. Library hours will be posted on the Library door.

COUNSELING

Any students needing class, program or personal counseling should make appointments with Mr. Fiscus, Mr. Woods or Mr. Hedrick (see Staff List).

SPECIAL INFORMATION

Although the School provides no student health services, a list of recommended doctors is available through the Dean.

There is a list of residence clubs and guest houses for students available in the front office. Lockers are available at no charge. The college provides limited on-campus employment and fills requests from outside sources. Student employment applications are available in the front office.

There is limited studio space available to advanced and graduate students on campus. Assignments are made only through the Chairman of the Fine Arts Department, Gurdon Woods. All requests for space should be directed to the front office.

ADDITIONAL STUDIO TIME

At the instructor's discretion, students may be permitted additional studio time. The instructor informs the front office of the names of such students and the hours of use. Studios may not be used except during official school hours.

PERMISSION TO ENTER CLASSES

Students may <u>not</u> ask instructors for permission to enter a class. This is handled by the Registrar.

GRADING

C.S.F.A. does not strictly adhere to the "normal curve system" of grading. Students are evaluated on individual merit based on:

A --- excellent
B --- good
C --- fair
D --- conditional
F --- failure
E --- incomplete

Incompletes are not given except for reasons of health. If incompletes are given in those instances, the deadline for makeup is the first six weeks of the following semester or the grade becomes an automatic F.

Audit students will receive a grade of pass or fail at the end of the term.

TELEPHONES

Office telephones may only be used for official school business. There is a public telephone on the landing outside of the rest rooms.

COFFEE BREAKS

Coffee Break times are 10:15 to 10:35 in the morning; 2:15 to 2:35 in the afternoon; and 8:15 to 8:35 at night.

CLASS HOURS

Class hours during the summer are from 9:00 to noon, 1:00 to 4:00, 7:00 to 10.

CATALOGUE

All students are responsible for reading and adhering to the rules and information in the regular catalogue.

ALCOHOLIC BEVERAGES

No alcohol is permitted on the campus at any time.

Any requests or information not covered in the foregoing should be directed to the front office.